

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division

Hall of Records Commission

SCHEDULE
NO.

188

PAGE
NO. 1. ✓

Requesting Agency

2. Division or Bureau of Requesting Agency

MARYLAND STATE BOARD OF MOTION PICTURE CENSORS

3. Authorization Requested (Check only one of the squares below).

☒ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. NEWSREEL FILE

Size: 4" x 5 1/2"

Quantity: 20 drawers in office and 32 drawers in Department of Budget and Procurement Warehouse (total 9 cubic feet)

Dates: 1916 - July 1, 1955

File Arrangement: Alphabetical by name of manufacturer and chronological therein

Disposable Amount: 9 cubic feet

Audited by: State

Censorship of newsreels was eliminated as a function of the Board by Chapter 201, Acts of 1955. The file consists of the application for permission to show the film (Form I) and the order of the Board permitting the film to be shown (Form 2). There is very little reference to this file except for audit purposes and after the final audit the records will be of no value.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

*Approved Hall of
Records Commission*

7. Agency, Division or Bureau Representative

Elmer P. Butz
Signature*Administrative Asst.*
Title*May 31, 1955*
DateSchedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.*6/8/55*
Date*Morris S. Radloff*
Archivist

Date

McCluskey
Secretary